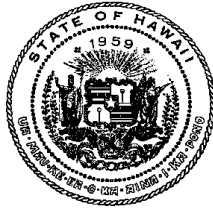


Hawai'i Teacher Standards Board
 650 Iwilei Road, Suite 201
 Honolulu, HI 96817
 Attention: Licensing Section



www.htsb.org
 htsb@hawaii.gov
 Phone: 808-586-2600

**EXPERIENCE VERIFICATION FORM
 CAREER AND TECHNICAL EDUCATION
 VOCATIONAL LICENSE FIELDS**

Copy this form and submit one form for each place of employment.

SECTION 1. PERSONAL INFORMATION *Type or print in blue ink.*

Social Security Number _____ Date of Birth ____/____/____
 MM DD YY

Full Name Print in CAPITAL LETTERS.

 (LAST NAME)

 (FIRST NAME)

 (MIDDLE NAME)

SECTION 2. TRADE EXPERIENCE

Trade Experience Requirements:

- (1) Paid/unpaid experiences must have been completed within ten years of the date of your application for the Hawai'i vocational license; and
- (2) Experiences must be with businesses registered with the appropriate state, county or city registration agency; and
- (3) Documentation for authorized field must be submitted on this form, signed by authorized individual(s) with phone number, address and/or e-mail address of the business, and beginning and ending dates clearly noted.

Have authorizing individual(s) send the documentation to you directly. Total the hours and if you meet the requirements, you may request the additional vocational teaching field. Submit all documentation with your application and include a summary total of the hours verified.

NOTE: This vocational field option is available only to individuals who already hold the teaching license in the standard field.

Check the experience(s) you are submitting. Refer to page 3 for a list of occupations usually included in each category.

☐ CTE Industrial and Engineering Technology-Vocational: Minimum of two (2) years (3600 hours) of experience.

☐ CTE Business-Vocational: One (1) year (1800 hours) of work experience.

☐ CTE Arts and Communication-Vocational: One (1) year (1800 hours) of work experience.

☐ CTE Natural Resources-Vocational: At least two (2) years (3600 hours) of practical experience.

☐ CTE Public and Human Services- Vocational: One (1) year (1800 hours) of work experience.

☐ CTE Health Services- Vocational: One (1) year (1800 hours) of work experience.

SECTION 3. VERIFICATION BY EMPLOYER *All fields must be answered.*

I hereby verify the trade experience of the following individual:

Employee Name _____

Employed from _____ to _____

Position: _____

Employer Signature _____ Date _____

Employer Printed Name _____ Position _____

Business License/Registration Number _____

Name of Company: _____

Telephone: _____ Email: _____

Address: _____

Arts and Communication

- Animation
- Broadcast Media
- Digital Media
- Fashion Design
- Game Design
- Graphic Design
- Web Design

Business

- Accounting
- Business Law
- Entrepreneurship
- Finance
- Human Resources Management
- Management
- Management Information Systems
- Marketing
- Office Administration
- Oracle
- Retail Marketing and Merchandising
- Travel Management

Health Services

- Clinical Health
- Emergency Medical Services
- Health Information
- Medical Biotechnology
- Nurse's Aide
- Nutrition

Public and Human Services

- Culinary
- Early Childhood Education
- Elementary Education
- Hospitality Services

Natural Resources

- Agriculture
- Environmental and Conservation
- Environmental Resource Management
- Fisheries
- Forestry
- Natural Resources Biotechnology
- Natural Resources Production
- Plant Design and Management

Industrial and Engineering Technology

- A+
- Autobody Repair and Refurbishing
- Automotive Technology
- Building and Construction
- CISCO
- Computer Networking
- Cybersecurity
- Computer Technician
- Design Technology
- Electrical Installation
- Electronics and Electrical Engineering
- Engineering Technology
- Metal Working